

HARTFIELD PARISH COUNCIL - PLANNING COMMITTEE - TERMS OF REFERENCE – OCTOBER 2015

1. ROLE

The Planning Committee's responsibility is to act on behalf of the Parish Council by reviewing all planning applications for the Parish which are passed to them by Wealden District Council, and providing a consultation response. This should include arranging site visits when necessary and liaising with planning authorities to request additional information or extended time for consultation.

2. MEMBERSHIP

A minimum of 5 members. At least 4 must be Parish Councillors and members of the public can be co-opted to the committee in addition. One councillor will be elected Chairman of the Committee and another as Vice Chairman. The Chairman of the Committee plus three other members must be Parish Councillors. Further members may be co-opted, subject to the approval by the Parish Council. Note - The Chairman and Vice-Chairman of the Parish Council are "*ex-officio*" members of the Planning Committee.

Non parish councillor members must be approved by the full Parish Council and should not exceed 3 members of the planning committee and have no voting rights.

3. CO-ORDINATION

Co-ordination will be undertaken by the Chairman of the Committee in conjunction with the Clerk to the Council to ensure that good and accurate records are kept, together with copies of the planning consultation observations which has been submitted to Wealden District Council.

4. FREQUENCY OF MEETINGS

The Planning Committee will meet a minimum of once a month or as required.

5. QUORUM

The quorum for the Planning Committee shall be 3 Parish Councillors.

6. RESPONSIBILITIES

- 1) Members of the Planning Committee should familiarise themselves with the planning policies relevant to the types of applications submitted by applicants in Hartfield Parish.
- 2) Comments will not normally be made by the Committee on any proposed development until a formal planning application has been submitted to Wealden District Council however, applicants can request a pre application meeting and the committee will provide feedback to the applicant but will not comment formally until a planning application is submitted.
- 3) Applications sent by Wealden to Hartfield Parish Council for consultation should be reviewed and appropriate observations given. The main options are that:
 - a) We have no objections to the application (or in some cases may actively support the application)
 - b) We object to the application, based on specific planning reasons
 - c) We have concerns about the application that we would want to see addressed by appropriate planning conditions or a planning agreement.
- 4) This feedback will be sent to Wealden in time to meet the cut off date they set for consultation. If further information is required or a site visit needs to be undertaken, Wealden will be asked to extend the consultation period.
- 5) Feedback will be given based on inspection of the drawings, or following a site visit, if appropriate. Any site visit will normally be undertaken by at least two councillors.
- 6) The Chairman will seek to establish a consensus view on the feedback to be given. In the event of disagreement the feedback will be determined based on a majority vote of the councillors present. In the event of a tie the Chairman will have an additional casting vote.
- 7) More complex or contentious applications may be referred to the next meeting of the full Parish Council, if two or more councillors require when brought to the attention of the Committee.

- 8) The Committee will also alert Wealden's enforcement staff to development works carried out without, or contrary to, formal planning consent and where planning conditions are not completed when brought to the Committee's attention.

7. REPORTING ARRANGEMENTS

The minutes of each Committee meeting will be distributed promptly to all members of the Parish Council via the Clerk and posted on the Parish Council web-site.

Items falling outside the terms of reference should be referred to the appropriate committee or the full Parish Council.